

FICA Documents required for Individuals:

- 1) **Certified Copy of Identity Document**
- 2) **Proof of residential address – Municipal account reflecting street address of the client, not older than 3 months.**
*****If a municipal account cannot be provided, a sworn affidavit stamped by the South African Police Service confirming residential address will suffice.**
- 3) **Proof of Banking Details – Copy of bank statement, not older than 3 months, or a stamped confirmation letter from the bank confirming banking details, not older than 3 months.**
- 4) **Proof of Income Tax Number – Any official SARS document reflecting full names and Income Tax Number.**

FICA Documents required for Companies:

- 1) **CM1 – Certificate of Incorporation**
- 2) **Copy of Memorandum of Incorporation (MOI)**
- 3) **CM9 – Certificate of change of name of company – if applicable**
- 4) **CM22 – Notice of Registered Office and Postal address**
- 5) **Certificate of Confirmation – CIPC**
- 6) **CM29 – List of active directors/officers**
- 7) **Copy of latest annual financial statements**
- 8) **Official SARS document reflecting the company's Income tax number**
- 9) **Official SARS document reflecting the company's VAT Registration number**
- 10) **Copy of bank statement confirming the bank details of the company, not older than 3 months**
- 11) **Company letterhead confirming contact details/business address**
- 12) **Signed resolution authorizing person(s) to act on behalf of the company**
- 13) **Confirmation of Shareholding of the Company, stamped by the company secretary/auditors of the company**
- 14) **In respect of each director, and each authorized person, and each shareholder holding more than 25% of the voting rights of the company:**
 - **Certified Copy of the Identity document**
 - **Proof of residential address (utility bill reflecting the person's physical address – not older than 3 months)**

Pease note: All documents to be certified as true copies of the original

FICA Documents required for Trusts:

- 1) **Certified Copy of the Trust Deed or copy of other founding documentation by which the trust is created.**
- 2) **Certified Copy of the Letter of Authority issued and stamped by the Master of the High Court, authorizing trustees to act on behalf of the trust**
- 3) **Copy of latest annual financial statements of the trust**

- 4) Official SARS document reflecting the Trust's Income tax number**
- 5) Copy of bank statement confirming the bank details of the trust, not older than 3 months**
- 6) Signed resolution authorizing person(s) to act on behalf of the trust, signed by ALL the Trustees**
- 7) In respect of the Founder, each Trustee, each authorized person, and each beneficiary of the Trust:**
- 8) Certified Copy of the Identity document**
- 9) Proof of residential address (utility bill reflecting the person's physical address – not older than 3 months)**

Pease note: All documents to be certified as true copies of the original